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Ninth session
Vienna, 3-7 December 2001

ADVANCE INFORMATION FOR PARTICIPANTS*

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* The present document has been compiled to assist participants with information on a wide variety of topics. While every effort has been made to check the information provided, the UNIDO Secretariat cannot accept responsibility for inaccuracies.

For reasons of economy, this document has been printed in a limited number. Delegates are kindly requested to bring their copies of documents to meetings.

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Note: The present document contains information concerning the General Conference that was available at the time of printing. Further announcements as well as detailed information on room allocations and telephone extensions will be included in the first issue of the *Journal*.

I. ORGANIZATION OF THE CONFERENCE

Date and place

1. The ninth session of the General Conference will be held from 3 to 7 December 2001. The Conference will meet in the Austria Center Vienna, Am Hubertusdamm 6, 1220 Vienna, which is located next to the Vienna International Centre (VIC); entry to the Austria Center Vienna (ACV) is from the Hubertusdamm.

Opening of the Conference

2. The formal opening ceremony of the ninth session of the Conference will commence at 10.30 a.m. on Monday, 3 December 2001, in the Plenary Hall (Conference Room A), which is on the second floor of the ACV.

3. The Conference will be called to order at 10.20 a.m. sharp.

4. The first plenary meeting of the Conference will begin at 10.45 a.m. in the Plenary Hall.

Seating arrangements

5. Delegations will be seated in English alphabetical order. The name of Uganda was drawn by lot and the delegation of this Member State will therefore sit at the extreme right of the front row in the Plenary Hall as seen from the podium (Conference Room A). The same order will be maintained for meetings of the Main Committee.

6. At the opening of the Conference and at subsequent meetings of the Plenary, each government delegation will be assigned four seats: two seats at a table and two seats behind. There will also be assigned seating for participants representing organizations.

Secretariat

7. The Executive Secretary of the ninth session of the General Conference is Ms. Jeannine Orlowski. The Executive Secretary can be contacted by telephone ((+43-1) 26026-3599 or 26026-3031), by facsimile ((+43-1) 26026-6838 or 26026-6874), by e-mail (jorlowski@unido.org), by accessing the UNIDO home page (http://www.unido.org) or by writing to the following address:

Executive Secretary of the Conference
Secretariat of the Governing Bodies
UNIDO
Vienna International Centre
P.O. Box 300
A-1400 Vienna
Austria

Agenda and documentation

8. The provisional agenda for the ninth session of the Conference is contained in document GC.9/1, which should be read in conjunction with the annotated provisional agenda (GC.9/1/Add.1, to be issued in mid-October). A provisional list of documents prepared for the Conference will be contained in document GC.8/INF.2.**

List of participants

9. A provisional list of participants will be available on the first day of the General Conference, to be revised at a later date. As indicated in the notification of 27 August 2001, Governments and organizations are requested to supply the names and titles of the members of their delegations in good time before the Conference.

10. Delegations are requested to notify, in writing, the staff at the Registration Desk (main entrance hall, ground floor, ACV), or the Secretariat of the Conference (second floor, ACV) of any subsequent changes in the information in the provisional list of participants (see also para. 13 below), so that the records for the final list of participants may be kept up to date and accurate.

Credentials

11. Credentials of the representatives of the Members of the Organization, issued either by the Head of State or Government or by the Minister for Foreign Affairs, and the names of other persons constituting the Members' delegations should reach the Executive Secretary of the Conference if possible not later than one week before the opening of the Conference. A Permanent Representative to the Organization does not require special credentials if his or her letter of accreditation to the Organization specifies that he or she is authorized to represent his or her Government at sessions of the Conference, it being understood that this does not preclude that Government from accrediting another person as its representative by means of special credentials.

12. Credentials should be sent to the Executive Secretary of the Conference. Representatives who have been unable to submit their credentials before the opening of the Conference are requested to deposit them at the Registration Desk (see para. 13 below for opening hours).

Registration

13. Registration and issuance of conference passes will be as follows:

** To be issued shortly before the Conference.

29-30 November	10 a.m. - 4 p.m.	VIC Gate 1
2 December	10 a.m. - 4 p.m.	ACV main entrance hall
3 December	8 a.m. - 5 p.m.	ACV main entrance hall
4-6 December	8.30 a.m. - 5 p.m.	ACV main entrance hall

All participants, including members of Permanent Missions to UNIDO, are invited to present themselves personally at the Registration Desk and to complete the necessary registration formalities as soon as possible on arrival to ensure the accurate inclusion of their names in the final list of participants. As of 3 December, participants without badges should enter through the ACV.

14. Registration will be effected only for those delegates whose names have been communicated to the Secretariat in an official letter (see also para. 9 above). In the case of observers, a letter from the organization concerned is sufficient. Any queries relating to registration will be referred to the Office of the Executive Secretary of the Conference.

Conference passes

15. Each participant will require a conference pass with a photograph for entry into the ACV as well as the VIC premises during the session. Conference passes will be issued by the staff of the Pass Office to those designated participants who are not already in possession of a valid VIC grounds pass. Passes must be worn visibly at all times in the ACV conference areas and VIC premises. The loss of a grounds pass must be reported immediately to Security, who will issue a duplicate pass.

Commissary

16. In accordance with the Commissary Agreement between UNIDO and the Republic of Austria, the heads of delegations of Member States to meetings of or convened by UNIDO—Austrian nationals and stateless persons resident in Austria excluded—are entitled to commissary passes for the duration of the session. Delegates entitled to commissary cards should collect their passes, in person, at the Pass Office, VIC Gate 1, from 8 a.m. to 4 p.m.

17. Any questions in connection with the issuing of commissary passes should be directed to the registration desk.

Conference rooms available

18. The following conference rooms are available in the ACV:

Room	*Purpose*
Conference Room A	Plenary
Conference Room E	Main Committee
Conference Rooms B, C, L, M, N and O	Group meetings

Industrial Development Forum

19. An industrial development forum, scheduled tentatively for Wednesday, 5 December, will feature two panel discussions under the theme "Fighting marginalization through sustainable industrial development—Constraints and opportunities in a globalizing world".

Speakers in the general debate

20. The list of speakers for the plenary meetings when substantive items of the provisional agenda (items 7 to 17) will be under review will be opened on 19 November 2001. Requests for inscription on that list of speakers should be made to the Secretariat of the Governing Bodies, VIC, UNIDO, room D2183, telephone 26026-5011 or fax 26026-6838. Once the Conference has started, delegates who wish to speak in the plenary are requested to give their names to the Conference Officer in the Plenary Hall (Conference Room A). The names of speakers will be entered on the list in the order in which the requests are received.

21. Time for short statements of representatives of the United Nations, its agencies, intergovernmental and non-governmental organizations may be accommodated, to the extent possible, after the statements of the delegations within the time-frame allotted for the debate.

Prepared statements

22. To facilitate the work of the interpreters, precis-writers and press officers, speakers are requested to submit in advance and as early as possible, at least 12 copies of their statements to the Conference Officer in the respective meeting rooms, or to the Office of the Chief, Interpretation and Meetings Section.

Simultaneous interpretation

23. Interventions made in any of the official languages (Arabic, Chinese, English, French, Russian, Spanish) will be interpreted into the other official languages.

24. A participant may speak in a language other than the official languages. In this case, however, the speaker must provide for interpretation into one of the official languages. Interpretation into the other official

languages will then be provided by the Secretariat's official interpreters.

25. Each seat in the meeting rooms at the Austria Center Vienna with simultaneous interpretation equipment will be provided with a portable receiver set and headphones. Participants are requested not to remove the portable receiver sets and headphones from these rooms so that the equipment may be checked and, if necessary, adjusted before the next meeting takes place.

Sound recordings

26. Sound recordings will be made of the meetings of the plenary, the main committee and other sessional bodies as appropriate. Delegations wishing to listen to the sound recordings of a particular meeting should address their requests to the Meetings Planning, Coordination and Servicing Unit.

Requests for meetings

27. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet. Requests for such meetings should be made to the Meetings Planning, Coordination and Servicing Unit.

Schedule of meetings

28. As stated in paragraph 3 above, the Conference will be called to order on Monday, 3 December, at 10.20 a.m. sharp. Should the Conference decide to follow the practice of previous sessions, a Main Committee will be established to consider texts for draft decisions and resolutions. The draft tentative schedule, including the plenary, Main Committee and Industrial Development Forum (para. 19 above) is shown in the annex to the present document. A timetable indicating the time and place of daily meetings will be published in the Journal of the Conference and on the television monitors in the ACV and VIC.

Journal

29. The *Journal* of the Conference will be issued daily in English, French and Spanish. It will contain such information as the schedule of meetings for the day, a brief summary of the plenary and main committee meetings held on the previous day, a forecast of meetings for the following day and various announcements. Communications for inclusion in the *Journal* should be sent to its Editor.

Documents distribution

30. The main documents of the Conference will be available in Arabic, Chinese, English, French, Russian and Spanish. Most pre-session documents will have been distributed to all States and organizations invited. In addition, pre-session documents in English, French and Spanish are published on the UNIDO Internet home page (http://www.unido.org, under "Who we are"—"General Conference"). All participants are urged to bring these documents with them, as subsequent requests for pre-session documents can be met only as long as stocks permit.

31. During the Conference, documents may be collected from the Documents Distribution Counter (outside the Plenary Hall, 2nd floor, ACV) where each delegation will have a pigeon-hole. The Documents Distribution Counter will be open each day of the session from 8.30 a.m. and will close half an hour after the end of the last meeting of the day. The pigeon-hole of each delegation will contain, initially:

(a) A set of pre-session documents;

(b) The first issue of the daily *Journal* of the Conference;

(c) A form on which participants should state the number of copies of documents they will require during the Conference, mentioning the working language(s) required. Delegates are requested to fill in and return the forms as soon as possible on the first day of the Conference.

32. Delegations are reminded that the pigeon-holes are to be used exclusively for the distribution of official documents of the Conference and may not be used for the circulation of any other papers or documents. Requests for distribution of official invitations or material other than legislative documents through the Documents Distribution Counter must be submitted to the Executive Secretary.

Submission of draft decisions or resolutions

33. Delegates wishing to propose draft decisions or resolutions during the session are requested to submit the text to the President as soon as possible. This should be done by providing a copy, bearing the signature of a member of the delegation submitting the draft, to the Conference Secretariat.

Summary records

34. Summary records will be prepared for meetings of the plenary and the main committee and will be issued, when available, in English during the session, and in the other official languages after the session. Summary records convey the proceedings in a concise, abbreviated form and are not intended to reproduce statements textually. They need not refer specifically to each intervention as in a verbatim record of a meeting.

35. The records are prepared by the Secretariat and, once issued as general distribution documents bearing a masthead, are subject to correction by delegations. All corrections received will be issued in a consolidated corrigendum after the Conference. Corrections to summary records should not cover points of style or include lengthy additions that would disturb the general equilibrium of the summary records.

36. Corrections to the summary records should be sent, under the signature of the delegation concerned, to the Chief, Translation and Editorial Service, VIC, Room D0708. Corrections should be indicated in a memorandum and/or be incorporated into the relevant summary record. If no memorandum is sent, the front page of the corrected summary record should bear the signature and title of an authorized official of the delegation concerned.

II. CONFERENCE PREMISES AND SERVICES

United Nations Security and Safety Section

37. The United Nations Security and Safety Section is located in room FOE21 of the VIC (Security Duty Room) (ext. 88-3903 from the ACV or 3903 from the VIC). The Duty Officer can assist with lost and found items, general queries, etc. In case of emergency please call extension 88-99 when in the ACV and extension 99 when in the VIC. During the Conference, a lost and found office will also operate in the ACV.

Access to the Austria Center Vienna and the Vienna International Centre

38. Participants arriving at the ACV by taxi may wish to be dropped off directly in front of the ACV main entrance. Participants arriving at the VIC by taxi are advised to be dropped off in the side lane of Wagramerstrasse, to walk up the stairs or ramp to enter through Gate 1 at the VIC and to walk across the plaza to the entrance of Building C. For convenience, the ACV entrance is recommended.

39. Participants arriving at the ACV or the VIC by underground transport (*U-Bahn*) should take line U-1 and get off at the station "Kaisermühlen—Vienna International Centre" and follow the signs to the Austria Center Vienna or the Vienna International Centre. A variety of public transport tickets are available. Tickets may be purchased at machines in every *U-Bahn* station, at the newspaper stand in the rotunda (Building C) of the VIC, and at tobacco shops (*Tabak-Trafik*) throughout Vienna.

40. It takes approximately 10 minutes to arrive at the VIC from the centre of Vienna by underground transport (*U-Bahn*) on the U-1 line and some 20 minutes (depending on traffic) to arrive at the VIC from the centre of the city or from the Vienna International Airport by taxi.

41. Participants with physical disabilities should ask members of the United Nations Security and Safety Section to assist them as required (e.g. directing them to the appropriate elevators for getting to the Conference areas).

42. Information concerning registration and the issuance of Conference passes is provided in paragraph 13. It is suggested that, during the Conference, participants should enter the ACV through the main entrance hall. From the ACV, a passageway leading directly to the VIC will be open for registered participants during the entire Conference.

Parking facilities

43. Details will be provided in a separate communication.

Office space for delegations

44. Delegations may rent office space at the ACV during the Conference. Interested delegations are invited to contact as soon as possible Ms. Alice Baur, Director of the Organization Department, Austria Center Vienna, telephone (+43 1) 26069-2323.

Delegates' Aide (ACV, second floor)

45. At the Delegates' Aide Desk, general information may be obtained about the Conference, such as the location of meeting rooms and offices, telephone extensions and the various services. Staff at the Delegates' Aide Desk will take messages for participants and, if necessary, arrange for them to be paged. The Delegates' Aide Desk will be open daily from 8.30 a.m. until the closure of the last meeting of the day.

Photocopying

46. At present no commercial photocopying services are available at the ACV. There is a coin-operated photocopying machine in the VIC on the 7th floor of Building C, at the beginning of the corridor that leads to Building D, opposite the entrance to Conference Room III.

Catering services

47. In addition to facilities in the ACV, catering services located in Building F of the VIC on the entrance level will be in operation. Opening hours will be announced in the first issue of the *Journal*.

48. Luncheons in private dining rooms and receptions can be arranged through the VIC Catering Service (telephone 26060-4875 or 26060-4877).

Medical services

49. Medical attention is available in the clinic operated by the Joint Medical Service on the 7th floor of Building F of the VIC (telephone 2600-2223/4, for emergencies, 2600-22222). The clinic is open on weekdays from 8.30 a.m. to 12 noon and from 2 p.m. to 4.30 p.m. (Thursdays from 2 p.m. to 3 p.m.)

50. A pharmacy located next to the clinic (room FC715) is open on weekdays from 12.30 to 4.30 p.m.

Banking services

51. Two Austrian banking institutions with multilingual staff offer full banking services at the VIC. Creditanstalt-Bankverein has a branch on the 1st floor of Building C and Bank Austria has a branch on the entrance level of Building D. Their opening hours are as follows:

Monday, Tuesday, Wednesday and Friday	9 a.m.-3 p.m.
Thursday	9 a.m.-5.30 p.m.

Some banking services are also provided from 8 a.m. to 5 p.m. by the post office on the first floor of Building C.

Postal, telephone and fax services

52. A post office, on the first floor of building C, provides all regular postal services, express mail service and banking services, Monday through Friday from 8 a.m. to 6 p.m. (banking services from 8 a.m. to 5 p.m.). Other services include express money transfers with Western Union, sale of prepaid telephone cards useable at public telephone booths and some hotel room telephones, packing material (boxes and envelopes), souvenirs from the United Nations Postal Administration and lottery tickets.

53. The ACV post office located in the entrance hall offers similar services but sells only Austrian stamps. It is also open on weekdays from 8 a.m. to 6 p.m.

54. Public coin-operated and card-operated telephones are located at the ACV and at the VIC. Telephone cards may be purchased at post offices and tobacco shops (*Tabak-Trafik*) throughout Vienna.

United Nations Postal Administration

55. The United Nations Postal Administration (UNPA) will be open during the Conference in the Visitors' Centre at Gate 1 (open on weekdays from 9 a.m. to 12 noon and 1 to 4.30 p.m.).

Travel services

56. The travel agency Verkehrsbüro is available to participants requiring assistance with such matters as travel, sightseeing, car rental and excursions. The office is located in Building F on the ground floor. It is open on weekdays from 8.30 a.m. to 5 p.m.

Newspaper stand

57. A newspaper stand is located in the rotunda (Building C) of the VIC. It is open on weekdays from 8 a.m. to 6 p.m. Public transport tickets are also available for purchase at the newspaper stand.

Visitors' Centre at Gate 1

58. In the Visitors' Centre at Gate 1 of the VIC, the following facilities will be available to participants of the Conference:

Coffee shop	Monday-Friday, 8 a.m.-6 p.m.
Flower shop	Monday-Friday, 8.15 a.m.-6 p.m.
Hairdresser/ barber	Monday-Friday, 9 a.m.-7 p.m.
UNPA counter	Monday-Friday, 9 a.m. to 12 noon, 1 to 4.30 p.m.

Smoking

59. Smoking is permitted in the VIC only in specially designated areas. Smoking is not permitted in the cafeteria, in the restaurant or in conference and meeting rooms, including those of the ACV, which is a part of the conference area. Smoking is restricted to special areas in the delegates' lounges and coffee bars, where, in order to facilitate the enforcement of this policy, "smoking permitted" signs are displayed.

Electronic equipment

60. The use of cellular telephones and laptop computers during meetings can be disruptive and can disturb the infrared transmission of interpretation equipment. Participants are requested to ensure that such equipment is switched off during meetings.

III. OTHER USEFUL INFORMATION

Facilities for information media

61. A room has been reserved for accredited correspondents of the information media. Coverage of the Conference will be by press releases and press briefings. Access to telephone and fax services is described in paragraphs 52 to 54 above.

62. Inquiries about press accreditation should be addressed to Mr. A. Stellatelli, Special Adviser to the Director-General, Communications and Information Office, UNIDO, Vienna International Centre, P.O. Box 300, A-1400 Vienna (tel.: +43-1 26026-3477). During the Conference they should be addressed to the Press Accreditation Office at the ACV.

Receptions and other events taking place during the Conference

63. The organizers or sponsors of receptions and other events to be arranged during the Conference are invited to contact the *Journal* Editor (see para. 29 above), if they wish an announcement regarding such events to be included in the Conference *Journal*.

Emergency staircases in the ACV

64. Participants are advised that the emergency staircases in the ACV cannot be used for accessing one floor to another. Although they can be entered on any floor, the only exits are at the -3 level.

Security advice

65. Participants are advised not to leave briefcases and other personal items unattended. Suspicious objects should be reported to security immediately.

Travel arrangements

66. All members of delegations and other participants will be responsible for their own travel expenses and arrangements. It is recommended that participants make their travel arrangements as soon as possible.

Visas

67. All Conference participants who would ordinarily require visas to enter Austria or other States parties to the Schengen Agreement are urged to acquire valid entry visas for Austria prior to their departure. No provision can be made for participants to obtain such visas on arrival at Vienna International Airport.

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68. The following paragraphs provide basic general information for visitors to Vienna. More comprehensive material is available on the web site of the Austrian National Tourist Office (http://www.austria-tourism.at).

Transport to and from the airport

69. An airport bus service operates between Vienna International Airport and the City Air Terminal (Hotel Hilton) located at Landstrasse underground (U-Bahn) transport station, at a cost of 80 schillings, including luggage. Travel time is approximately 20 minutes. Buses leave the terminal at intervals of 20-30 minutes. There is another airport bus service that operates between the two major railway stations in Vienna, the Westbahnhof and the Südbahnhof, at intervals of approximately 30 minutes. Travel time is approximately 35-40 minutes. Information on Vienna Airport Lines can be obtained by calling 93000-2300.

70. Taxi service is available throughout Vienna and may be used for trips to and from Vienna International Airport (the cost of a trip from the airport to the centre of the city should be approximately ATS 450). Some airport taxi and limousine operators (e.g. C&K Airport Service, telephone 44444) offer their services at reduced rates to customers who call in advance.

Accommodation

71. Information on hotel accommodations may be obtained by contacting Austropa Interconvention:

Austropa Interconvention
Österreichisches Verkehrsbüro AG
Friedrichstrasse 7
A-1010 Vienna, Austria
Telephone (+43 1) 588 00510
Fax (+43 1) 588 00520
E-mail austropa.congress@verkehrsbuero.at

The accommodations section of the Vienna Tourist Board web site provides detailed information on hotels in the city, and accepts on-line bookings (http://info.wien.at/wien-hotels-e.html). The UNIDO Secretariat is not in a position to arrange hotel bookings for participants.

Language, currency and credit cards

72. The official language of Austria is German.

73. The currency unit is the schilling. The schilling is subdivided into groschen (100 groschen = 1 schilling). Most hotels and many restaurants and shops accept internationally recognized credit cards.

74. Bank notes and travellers' cheques may be brought into Austria without restriction, however, as not all currencies are in equal demand, some might not be easily convertible. Departing visitors may take with them any foreign and local currency and securities that they brought into the country. It is recommended that visitors keep receipts for major currency exchange transactions in case they need to exchange currency again before leaving the country.

Climate

75. Late autumn in Vienna often features low temperatures, and snow is also possible. There might be rain at any time of year.

Time zone

76. Austria lies within the central European time zone.

Electricity

77. The standard voltage in Austria is 220 volts AC. The frequency is 50 hertz.

Shopping hours

78. Shops in Vienna are generally open on weekdays from 9 a.m. to 6 p.m. and on Saturdays from 9 a.m. to 1 p.m. Larger stores and shopping centres are generally open on weekdays from 9 a.m. to 7 p.m. and on Saturdays from 9 a.m. to 5 p.m. Shops are closed on Sundays, except for certain supermarkets at the airport and major railway stations.

Pharmacies

79. Pharmacies in Vienna are generally open on weekdays from 8 a.m. to noon and from 2 to 6 p.m. and on Saturdays from 8 a.m. to noon. Outside those hours, there is a pharmacy open in each district of the city. The addresses of the pharmacies open outside regular working hours are posted on the door of every pharmacy.

Annex

DRAFT TENTATIVE SCHEDULE

Monday, 3 December

10.30 a.m.	1st plenary meeting—Opening of session; consideration of agenda items 1-5
p.m.	2nd plenary meeting—General debate

Tuesday, 4 December

a.m.	3rd plenary meeting—General debate
p.m.	4th plenary meeting—General debate

Wednesday, 5 December

a.m. and p.m.	Industrial Development Forum
	Main Committee—Consideration of draft decisions/resolutions on agenda items 7-19

Thursday, 6 December

a.m.	4th plenary meeting—General debate
	Main Committee—Consideration of draft decisions/resolutions on agenda items 7-19
p.m.	5th plenary meeting—General debate
	Main Committee—Consideration of draft decisions/resolutions on agenda items 7-19

Friday, 7 December

a.m.	6th plenary meeting—Adoption of draft decisions/resolutions emanating from the Main Committee and others
p.m.	7th plenary meeting—Adoption of draft decisions/resolutions emanating from the Main Committee and others; closure of the General Conference